


Infinite Campus Portal

The Infinite Campus Portal establishes a line of communication between parents and the schools their students attend. Using the Portal, parents can track student progress and participation, and monitor such aspects as Attendance and Grades.



Welcome to the Academy 20 Campus Portal!
Here you will find instant access to accurate, current and confidential information about your child(ren)'s school attendance, grades, class assignments and more!

[Tell me more!](#)

[en](#) In English
[es](#) En Español
[中](#) 中文简体
[中](#) 中文繁體

First time using Campus Portal?

If you have been assigned a Campus Portal Activation Key, [click here](#)
If you do not have an Activation Key, [click here](#)

Already have a Campus Portal account?

User Name

Password

[Problems logging in?](#)

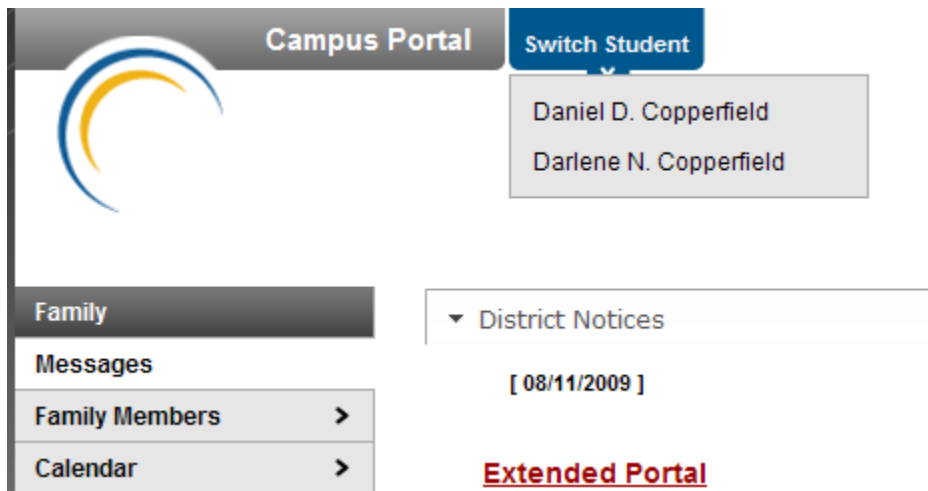
Navigating the Campus Portal

Once logged in, an index of accessible information for the household as a whole is listed in the navigation pane located on the left hand side of the screen. **Sign Out** and **Home** buttons appear in the top right corner of the screen, with the **Name** of the individual logged into the Portal appearing next to these buttons. Clicking the **Home** button will take the user back to the homepage seen upon signing in. This page contains the **Family** and User Account sections of the navigation pane. When user first logs in, the **Messages** tab located in the Family section is selected.

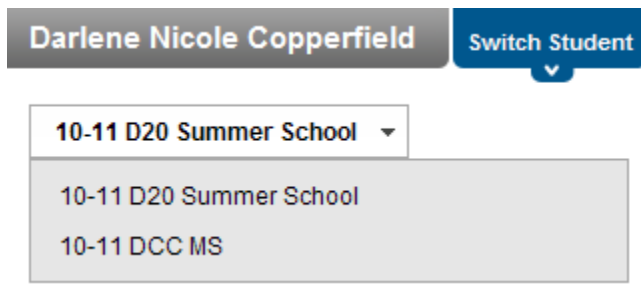
The screenshot displays the Campus Portal interface. At the top left, there is a logo and the text "Campus Portal" next to a "Switch Student" button. On the top right, it says "Welcome Denise Copperfield" with a home icon and a "Sign Out" button. Below the logo is the "Infinite Campus" logo. On the left side, there is a navigation pane with the following items: Family (selected), Messages, Family Members >, Calendar >, To Do List >, User Account, Change Password >, Contact Preferences >, Access Log >, and Academy 20. The main content area shows a "District Notices" section with a date "[08/11/2009]". Below this is a section titled "Extended Portal" with a sub-note: "Parents must have a parent portal account to use this feature." It lists several actions: "View/Update Student Information (Transportation, Immunizations, Physician/Emergency Contacts, and CSAP history)", "View/Update Household Information (Parent Contact Information)", and "Sign Student Agreements Electronically". A bolded message states: "If you have any questions or need assistance with your parent portal account you can contact the helpdesk at help@asd20.org". At the bottom of the main content area, there are two expandable sections: "School Notices" and "Inbox".

This screenshot shows the bottom portion of the Campus Portal interface. It features a "Welcome Denise Copperfield" message on the left, followed by a home icon and a "Sign Out" button. Below these elements is the "Infinite Campus" logo.

Use the **Switch Student** drop down in the top left of the screen to view all of the students a user has rights to view and select a student to view Portal information for that student only. Only students with an enrollment in the current year or an enrollment next year will display in the list.



Students can be enrolled in multiple calendars or schools. When this is the case, another dropdown menu will indicate which enrollment information is currently being viewed and will allow the user to view the information from other enrollments in the current year.



When signed in as a parent, the **Family** and **User Account** navigation panes appear on the left side of the screen. When a student is selected in the **Switch Student** option, an information section specific to that student will appear above the Family section in the navigation pane. The tabs in the Family section apply to all students to which that user has rights. For example, when accessing the **Calendar** tab from the Family section, a calendar will display assignments, day events and attendance for all of the students, whereas when accessing the **Calendar** tab from the student section, only information specific to that student will appear on the calendar.

External links, located at the bottom of the navigation panes, often lead to school or district websites and open in a separate browser window to increase the security of the Campus Portal.

Darlene
Calendar
Schedule >
Attendance >
Assessment >
Fees >
Reports >
Family
Messages >
Family Members >
Calendar >
To Do List >
User Account
Change Password >
Contact Preferences >
Access Log >
Academy 20

Family Section

The following sections describe the various tabs which appear in the Family section.

Messages

The **Messages tab** is selected by default. Its contents are divided into three sections: District Notices, School Notices and the Inbox. If a section contains no information it will be closed by default. **Notices** are sorted by start date and display until the expiration date is reached. The **Inbox** displays student related messages ordered from newest to oldest. The type of messages depends on the schools' use of Campus Messenger. Possible messages include missing assignment notices, failing grade notices, attendance notices, behavior notices, surveys and general information notices. Users can view notices at any time by selecting the **Messages** tab or by clicking the **Home** button in the top right of the Portal.

Family
Messages
Family Members >
Calendar >
To Do List >
User Account
Change Password >
Contact Preferences >

> District Notices

▼ School Notices

[12/08/2010 Discovery Canyon Campus]
 If you will be moving be sure to contact the DCC registrar:
 Mrs. Brigger (Pre School-8th grade) 234-1849 or lisa.brigger@asd20.org
 Mrs. Sandal (High School) 234-1848 or julie.sandal@asd20.org
 Contacting the registrars will help in coordinating the information with your student's new school.

> Inbox

Family Members

This tab details the demographics information of the household, such as address, email, phone and a list of other members of the household. The household's physical and mailing addresses and all individuals designated as part of that household are viewable. Upon clicking an individual's email address, an email addressed to that person will open in the current user's preferred email program.

Family
Messages >
Family Members
Calendar >
To Do List >
User Account
Change Password >
Contact Preferences >
Access Log >
Academy 20

Family Demographic Information

Name	Relationship	Enrolled	Address	Phone Numbers	Email
Darla Copperfield	Mother	12 07-08 Pine Creek HS	120 Main St Colorado Springs, CO 80921	(h) (719)222-2222	
Denise Copperfield	Self		120 Main St Colorado Springs, CO 80921	(h) (719)222-2222 (w) (719)555-1228 (c) (719)555-9349	denise.copperfield@me.com
Daniel Copperfield	Mother	10 10-11 DCC HS	120 Main St Colorado Springs, CO 80921	(h) (719)222-2222	
Darlene Copperfield	Mother	06 10-11 DCC MS	120 Main St Colorado Springs, CO 80921	(h) (719)222-2222	

The household is based on the relationships established between students, guardians and siblings. This definition fits the traditional family model as well as other organizations, such as a student who belongs to two different households.

The school can give access rights to all parents/guardians to whom the student has a relationship or only specific rights to one parent or guardian. This authorization structure is established when the custodial parent or guardian informs the schools of the rights of each parent or guardian to this information.






































Calendar

The **Calendar** tab, when accessed from the Family section displays calendar events for each school in which a student is enrolled. The calendar defaults to the current month but users are able to view previous months and future months by clicking the black arrow buttons on either side of the month and year.

- Family
- Messages >
- Family Members >
- Calendar
- To Do List >
- User Account
- Change Password >
- Contact Preferences >
- Access Log >
- Academy 20

March 2011

 Assignment(s) Due
  Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		01 Darlene 	02 Darlene 	03 Daniel 	04 Darlene  Daniel 	05
06	07 Darlene 	08 Darlene  Daniel 	09 Daniel 	10 Daniel 	11 Darlene  Daniel 	12
13	14 Darlene  Daniel 	15 Darlene  Daniel 	16 Darlene  Daniel 	17 Parent-Teacher Conference  Parent-Teacher Conference  Parent-Teacher Conference  Daniel 	18 Parent-Teacher Conference  Parent-Teacher Conference  Teacher Workday  Teacher Workday  Darlene  Daniel 	19
20 Holiday - Spring Break 	21 Holiday - Spring Break 	22 Holiday - Spring Break 	23 Holiday - Spring Break 	24 Holiday - Spring Break 	25 Holiday - Spring Break 	26
27 Darlene 	28 Darlene 	29 Darlene 	30	31		

All student assignments and attendance events (such as absences and tardies) also appear on the **Family Calendar**. The name of the student to whom the event or assignment relates will appear over the assignment or attendance icon, which is also a link to additional content.

Clicking on an **Attendance Event** will produce an additional screen over the Calendar which provides the details of the attendance event, including what class periods the event affected and the status of the event.

Attendance Details for Darlene



February 25, 2011 - Friday(Purple Day)

Term: Q3

Period	Course	Time	Description
Thunder	190300 Thunder Time	08:05 AM - 08:30 AM	
01	020006 6th Grade Art 3D	08:30 AM - 09:25 AM	
02	083000 6th Grade Physical Education	09:25 AM - 10:20 AM	
03	111001B Pre-Algebra A	10:20 AM - 12:40 PM	ILL:Temporary Illness
04	150000B 6th Grade Social Studies	12:40 PM - 02:30 PM	ILL:Temporary Illness
Bridges	180600 6th Grade Success Now	02:30 PM - 03:10 PM	ILL:Temporary Illness

Clicking on an **Assignment** icon takes the user to another screen which provides details of the student assignment, including a description of the assignment and the date due. Clicking the browser back button will return the user to the calendar.

Darlene's Assignments and Activities for 03/04/2011

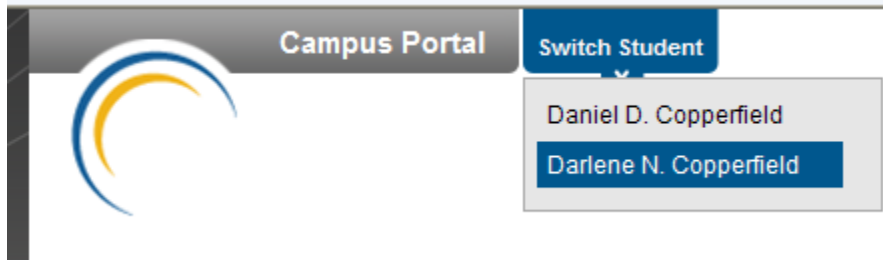
020006-5 6th Grade Art 3D			
Assignments			
Name	Warm-up Exercises	Total Points Possible	100
Due Date	03/04/2011	Score	100
Date Assigned	02/14/2011	Comments	

131000B-3 6th Grade Science			
Assignments			
Name	Density Practice	Total Points Possible	10
Due Date	03/04/2011	Score	10
Date Assigned	02/28/2011	Comments	

Name	Your Weight in the Solar System	Total Points Possible	10
Due Date	03/04/2011	Score	9
Date Assigned	02/28/2011	Comments	

Student Section

The following sections describe the Student section, which appears above the Family section in the navigation pane after selecting a student from the **Switch Student** drop list. The information provided in these tabs is specific to the student named in the Student section header. As with the Family section, districts can control which tabs and information are available for parents to see.



Schedule

The Course Schedule lists the student's classes in each period and term, along with the time and location the class meets. If a school uses a rotating day or alternating day schedule, the day the class meets will be listed. Parents can use this tool to find out the classes the student is taking along with the teacher's name and room number.

Course Schedule

= Click on Class Name for Current Assignments and Scores

= Click on Teacher Name for Email

	Term Q1 (08/16/10-10/08/10)	Term Q2 (10/11/10-12/18/10)	Term Q3 (01/06/11-03/12/11)	Term Q4 (03/14/11-06/02/11)
Thunder	190300-8 Thunder Time Gould Rm: 216	190300-8 Thunder Time Gould Rm: 216	190300-8 Thunder Time Gould Rm: 216	190300-8 Thunder Time Gould Rm: 216
01	161000-1 6th Grade Technology (Day Purple, xList of Classes) Ryden Rm: 201A	161000-1 6th Grade Technology (Day Purple, xList of Classes) Ryden Rm: 201A	020006-5 6th Grade Art 3D (Day Purple, xList of Classes) Acker Rm: 444AB	020006-5 6th Grade Art 3D (Day Purple, xList of Classes) Acker Rm: 444AB
	062089-2 Spanish Year I (Day Silver) Harvey Rm: 309	062089-2 Spanish Year I (Day Silver) Harvey Rm: 309	062089-2 Spanish Year I (Day Silver) Harvey Rm: 309	062089-2 Spanish Year I (Day Silver) Harvey Rm: 309
02	083000-6 6th Grade Physical Education (Day Purple, xList of Classes) Grainger Rm: MS Gym	083000-6 6th Grade Physical Education (Day Purple, xList of Classes) Grainger Rm: MS Gym	083000-6 6th Grade Physical Education (Day Purple, xList of Classes) Grainger Rm: MS Gym	083000-6 6th Grade Physical Education (Day Purple, xList of Classes) Grainger Rm: MS Gym

Clicking the teacher's name with an **Email** icon next it will generate an email in the user's preferred email program.

Clicking the **Name** of a course when a grade book icon appears next to it will send the user to the student's **Grade book** for that course, which includes assignments and grades

[View the scoring rubric\(s\) and/or grading scale\(s\) for this class.](#)

Grading Task Summary							
Legend: <input type="checkbox"/> Final Grade <input type="checkbox"/> In-Progress Grade <input type="checkbox"/> Grade Not Available Yet							
Grading Task	Quarters Q1	Quarters Q2	Quarters Q3	Quarters Q4			
Quarter Grade	A- 90.59%	A 94.04%	A- 93.31%				
Progress Grade							
Term Q1 Quarter Grade Detail							
Assessments (65.0%)							
Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Comments
Convo numbers quiz	09/17/2010	09/17/2010	1.0	32	26	81.25	
Time Quiz	10/01/2010	10/01/2010	1.0	21	20	95.24	
Command Quiz	10/05/2010	10/05/2010	1.0	10	10	100	
Assessments Totals				63	56	88.89%	
Classwork/Homework/Participation (35.0%)							
Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Comments
Syllabus	08/19/2010	08/17/2010	1.0	5	5	100	
Scavenger Hunt	08/27/2010	08/25/2010	1.0	8	8	100	
Workbook pg 1	09/02/2010	09/02/2010	1.0	9	7	77.78	
Numbers	09/07/2010	09/07/2010	1.0	10	10	100	
pg 8 act 11	09/23/2010	09/21/2010	1.0	6	5	83.33	
Participation	10/05/2010	10/05/2010	1.0	10	10	100	
Classwork/Homework/Participation Totals				48	45	93.75%	
Term Q1 Quarter Grade Totals						90.59%	A-
Term Q1 Progress Grade Detail							

From within the Grade book, clicking the name of an **Assignment** will open a screen which provides the details for that specific assignment. This screen including assignment detail and allows parents to see missing and late assignments. Clicking **Back to the complete Grade book** will return the user to the Grade book screen.

Grade Book Assignment Detail for 062089-2 Spanish Year I

062089-2 Spanish Year I

Teacher: Harvey

[Back to the complete Gradebook view for 062089-2 Spanish Year I](#)

Score Detail	
Score	32 (100.000%)
Comments	

Assignment Detail	
Name	GP49
Due Date	02/22/2011
Date Assigned	02/22/2011
Total Points	32
Multiplier	1
Description	

[Back to the complete Gradebook view for 062089-2 Spanish Year I](#)


NOTE: In some Elementary Schools, posting assignments is optional for teachers, so this information may not always be available.

Attendance

Using the **Attendance** tab, parents can monitor student attendance using a variety of summary options. The attendance information displayed on the portal occurs in real time as the teacher or building attendance clerk enters absent and tardy designations.

Attendance tab displays for the selected student. The **Calendar** allows parent to quickly view attendance for each month. Clicking the black circled arrow allows parents to view each month in the current school calendar. Today is outlined in blue. All instructional days are selectable. Non-instructional days are grayed out and cannot be selected. Attendance events display in color according to the legend beneath the calendar. Selecting a colored day in the calendar displays the detailed in a pop up window. A set of four tabs allows a user to view attendance information by Course, by Period, by Day and by Term.

The attendance colors are defined as follows. These definitions can vary by district.

Color	Code	Definition
Green	Excused	Parents notify the school with a reason for the absence and district policy determines if this is an excused absence, such as illness, funerals, medical appointments, etc.
Red	Unexcused	Districts have determined that the absence is not excused. This might include truancy, suspensions, unplanned vacations, etc.
Grey	Exempt	These are usually school-sponsored events, such as field trips, concerts or athletic activities.
Yellow	Unknown	The reason for the absence has not been verified by school staff. <div style="border: 1px solid black; background-color: yellow; padding: 5px; margin-top: 10px;">  Attendance taken by the teacher displays in yellow until it has been verified by school staff and an excuse type has been assigned. </div>

Attendance

January 2011							February 2011							March 2011						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1			1	2	3	4	5			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28						27	28	29	30	31		
30	31																			

Dates that are highlighted can be clicked to view daily period details. ■ Excused ■ Unexcused ■ Exempt ■ Unknown

Course	Period	Day	Term
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Attendance Summary by Course

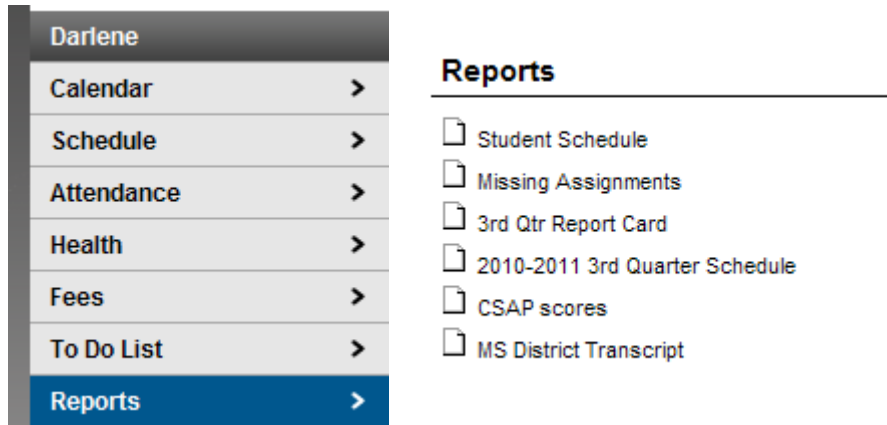
Course	Teacher	Periods Absent	Tardy
▶ 050005A 6th Grade Language Arts	Alexander	1	0
▶ 062089 Spanish Year I	Harvey	1	0

Clicking on any instructional day in the calendars will generate an **Attendance Detail** pop up for that day. Attendance Details displays a detailed view of the day listing each period long with the course and time detail. If an attendance event occurred on the day, then the attendance code and description will display in the **Description** column. If a school has selected attendance comments as an option on the Portal Options tab then attendance comments will be displayed. Click the "X" in the top right corner to return to the original screen.

Reports

The **Reports** tab allows parents to generate reports of information such as missing assignments, a student's schedule, and any transcripts or report cards that are available.

These reports generate in PDF format using Adobe Acrobat Reader.

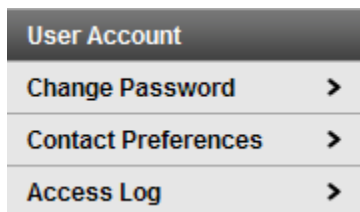


The screenshot shows a navigation menu on the left and a list of reports on the right. The navigation menu is titled "Darlene" and includes options for Calendar, Schedule, Attendance, Health, Fees, To Do List, and Reports. The Reports option is highlighted in blue. The Reports section on the right lists the following items:

- Student Schedule
- Missing Assignments
- 3rd Qtr Report Card
- 2010-2011 3rd Quarter Schedule
- CSAP scores
- MS District Transcript

User Account

The third navigation pane can be used to manage account details, such as passwords and contact information.



The screenshot shows a navigation menu titled "User Account" with the following options:

- Change Password
- Contact Preferences
- Access Log

Change Password

Some districts require users to reset their passwords from time to time, but users also have the option of changing their passwords at any time.

Change Account Password

Old Password

New Password

Verify New Password

Contact Preferences

It is important for users to have up-to-date contact information that can be used by Campus Messenger to distribute timely information to parents. Users should verify that contact information is correct and then indicate which types of messages should be directed to each phone or email address, such as high priority, attendance, behavior and general notices. Users can also use this tab to select the preferred language for messages, English or Spanish.

Message Contact Preferences

Email Address:

Instructions:

For each type of message (High Priority, Attendance, General, Teacher) select how you prefer to receive that message.

	High Priority	Attendance	Behavior	General	Teacher
Email (denise.copperfield@me.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

† Your district may send some communications in languages other than English, if you prefer to be contacted in a another language please specify your preferred language.

Preferred Language